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MEMORANDUM FOR: Director, National Reconnaissance Office

FROM: Robert W. Gambino
Director of Security

SUBJECT: Security Violations Occurring at NRO
Program Office Contractor Facilities --
Definition of and Reporting Procedures

REFERENCE: Agreement for Reorganization of the NRP
(5573-65) dated 11 August 1965

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1. During security audits conducted at Agency-funded and NRO-funded contractors as a result of the Boyce/Lee Case, it has become apparent that some contractors have not been properly interpreting Section I, Paragraph 6a(3) of the Industrial Security Manual. Instead of reporting all security violations as required, many contractors have adopted the policy of reporting only violations which have, in their judgment, resulted in compromise or which they felt could potentially result in compromise. They have not uniformly reported other matters such as open safes or unsecured classified material found by guards, preferring to regard them simply as security "discrepancies" rather than as violations.

2. The Director of Central Intelligence has expressed concern regarding this situation and agrees that such a lack of complete reporting is unacceptable. The following policy will, therefore, apply with regard to all contracts under the cognizance of the Central Intelligence Agency:

"SECURITY VIOLATION: Any breach of security regulations, requirements, procedures or guides by an individual which subjects classified or sensitive material or information to compromise to unauthorized persons, or which places it in jeopardy where a compromise could result, constitutes a reportable security violation. Such a breach includes both acts of omission

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WARNING NOTICE
SENSITIVE INTELLIGENCE SOURCES
AND METHODS INVOLVED

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such as failure to properly secure classified or sensitive material, and acts of commission such as discussion of classified or sensitive information over nonsecure telephone circuits. The information and materials referred to in this definition comprise Collateral classified, SCI classified, and those materials and information which are sensitive because they involve intelligence sources and methods."

3. Pursuant to paragraph 2C(5) of reference, it is requested that you disseminate this definition to Programs [redacted] or their notification of the appropriate contractors.

4. Along with the definition, please forward a copy of the attached Security Violation Report Form. It may be reproduced locally by each contractor as necessary. Please tell your Program Offices to inform their contractors that the Security Violation Report Forms, when filled in, are to be classified a minimum of SECRET because they relate to SCI contracts. Full Program names should not be used in reporting SCI violations on this Security Violation Report Form because the individual security files in which they will be maintained will not in every case be in a compartmented area. If it does become necessary for the contractor to report SCI details of a violation, those facts should be separately stated in an attachment which is to be maintained by the Program Office under SCI control.

5. Please advise this Office when the actions in paragraphs 3 and 4 have been accomplished.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Robert W. Gambino

Attachment

Distribution:

Copy 1 - D/NRO
2 - [redacted] NRO

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(When Filled in)
SECURITY VIOLATION REPORT

NAME OF SUBJECT(S)	NAME & ADDRESS OF FIRM
TIME, DATE AND LOCATION OF VIOLATION	HIGHEST CLASSIFICATION OF MATERIAL INVOLVED (Use Initials Only)
NATURE OF VIOLATION (circumstances under which violation discovered; amount of material involved, etc.)	

DEGREE OF COMPROMISE, IF ANY (As ascertained through investigation of circumstances surrounding the violation)

SUBSTANCE OF INTERVIEW OF SUBJECT(S)

PREVIOUS VIOLATIONS ON PART OF SUBJECT(S), IF ANY

DISCIPLINARY ACTION TAKEN, IF ANY (Oral reprimand, written reprimand, suspension without pay, etc.)

SECURITY OFFICIAL WHO INVESTIGATED THE VIOLATION	DATE OF REPORT
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